

Revised

Board of Library Commissioners Regular Meeting Agenda

Thursday, May 27, 2021 at 11:00 a.m.
Teleconference

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) due to concerns over COVID-19, the Board of Library Commissioners will conduct this meeting entirely by teleconference via Zoom. Please use the link below or dial by phone to join the meeting.

Conforme a la Orden Ejecutiva N-29-20 del Gobernador (17 de Marzo, 2020) durante COVID-19, las sesiones de la Comisión de La Biblioteca están siendo conducidas completamente por teleconferencia por medio de Zoom. Por favor use la siguiente información para participar:

MEETING ID: 835 0577 8610

Passcode: 983362

Please click the link below to join the meeting:

<https://lapl.zoom.us/j/83505778610>

or dial toll free: (888) 475-4499 or (833) 548-0282

1. **Roll Call**
2. **Opening Remarks**
3. **Approval of the Minutes:** None.
4. **All Agenda Items Comment Period**

An opportunity for the public to address the Commission on **all agenda items** will occur after the roll call and approval of minutes. Members of the public who wish to speak on agenda items shall be allowed to speak for up to one (1) minute per item, up to a total of three (3) minutes, and an additional one (1) minute for general public comment, per meeting. During general public comment, a speaker may comment on any matter within the subject matter jurisdiction of the Library Commission. The Commission has determined that a cumulative total of 30 minutes is a reasonable amount of time for the All Agenda Items Comment Period.

Public Comments can also be submitted in writing to the Board Office via email at libcommission@lapl.org or by phone (213) 228-7530 by 4 p.m. on the day before the meeting, or during the meeting by accessing the link provided above.

5. City Librarian's Comments and Announcements**6. City Librarian's Reports:****Discussion Item(s)**

Exhibit A

Approve acceptance of the second installment of the American Library Association/Google Libraries Build Business (LBB) award of \$28,333.34 for the Sea Un Vendedor Ambulante Exitoso en Los Angeles/Successful Sidewalk Vending Program; and that the funds be deposited in Trust Fund 839, Account 359.

Exhibit B

Approve a transfer of funds in the amount of \$986,000 from Office and Administrative Account 6010 and Contractual Services Account 3040 to Furniture, Office and Technical Equipment Account 7300 within the Library's Fiscal Year 2020-21 Budget, Fund 300, Department 44.

7. Oral Update from the Ad Hoc Committee on Re-imagining Safety & Security**8. Commissioners' Comments and Announcements****9. Adjournment****Next Board Meeting Notice**

The next Regular Meeting of the Board is scheduled for Thursday, **June 10, 2021, at 11:00 a.m.** via **Teleconference**.

Aviso de la próxima junta de la comisión

*La próxima junta de la comisión está agendada para el Jueves, **10 de Junio, 2021 at 11:00 a.m.** por medio de **teleconferencia**.*

Información en Español: COMENTARIOS PÚBLICOS

Para las personas que desean dar un comentario público para asuntos incluidos o no incluidos en la agenda pero bajo la jurisdicción de la Comisión, puede hacerlo en esta sección de la sesión. Cada persona puede hablar un (1) minuto por asunto, tres (3) minutos máximo por sesión. La Comisión ha determinado que 30 minutos es un tiempo razonable para escuchar comentario público. Comentarios también pueden ser enviados por correo electrónico a libcommission@lapl.org antes de las 4:00 p.m. del día antes de la junta o llamando a la oficina al (213) 228-7530.

Finalization of Board Actions - Charter Section 245: In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

Title II of the American with Disabilities Act: The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, communication access real-time transcription (CART). To ensure availability, you are advised to make your request at least 72 hours prior

to the meeting. For Sign Language Interpreters it is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office by email at libcommission@lapl.org or by phone at (213) 228-7530.

Información en Español del Título II de la Acta Americana de Discapacidades: *La Ciudad de Los Ángeles no discrimina a personas con discapacidades y acomoda a la personas para asegurar igualdad de acceso a programas, servicios y actividades. Los servicios de interpretación en Español están disponibles pero deben ser solicitados con un mínimo de 72 horas de anticipación, en todas las juntas de la comisión, llamando al (213) 228-7530.*

Rules of Decorum: Persons addressing the Commission shall not utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. The Presiding Officer has the authority to issue a warning to a person violating the Rules. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removal of any person(s) from the Commission meeting who fails to observe the rules of decorum.

Reglas de Comportamiento: *Personas que se dirigen a la Comisión no deben gritar, amenazar o usar lenguaje abusivo, ni causar desorden o actuar de manera que interrumpa la sesión. Se le dará un aviso y a la discreción de la Comisión será removida la personas que no siga las reglas de la sesión.*

For more information, please contact: Library Commission Office (213) 228-7530.

Para más información en Español acerca de esta junta puede llamar a la oficina de la Comisión de la Biblioteca de Los Angeles (213) 228-7530.

NEXT PAGE: EXHIBIT REPORTS AND RESOLUTIONS

EXHIBIT A

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

May 27, 2021

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **ACCEPTANCE OF THE SECOND INSTALLMENT OF THE AMERICAN LIBRARY ASSOCIATION/GOOGLE LIBRARIES BUILD BUSINESS (LBB) AWARD OF \$28,333.34 FOR THE SEA UN VENDEDOR AMBULANTE EXITOSO EN LOS ANGELES/SUCCESSFUL SIDEWALK VENDING PROGRAM**

RECOMMENDATION:

That the Board of Library Commissioners:

1. Accept the second installment of the American Library Association/Google grant award of \$28,333.34 for the Sea Un Vendedor Ambulante Exitoso en Los Angeles/Successful Sidewalk Vending program;
2. Accept that the funds be deposited in Trust Fund 839, Account 359; and
3. Adopt the attached Resolution regarding acceptance of the American Library Association/Google grant award installments for the Sea Un Vendedor Ambulante Exitoso en Los Angeles/Successful Sidewalk Vending program

FINDINGS:

1. On July 15, 2020, the American Library Association and Google announced that the Los Angeles Public Library (LAPL) Libraries Build Businesses (LBB) grant application for \$85,000.00 was awarded and is designated for Sea un Vendedor Ambulante Exitoso en Los Angeles/Successful Street Vending. The Board of Library Commissioners accepted the grant award on July 23, 2020.
2. The award is distributed in three installments. The first installment for \$28,333.34 was deposited in September 2020, the second installment of the grant award is for \$28,333.34 and the third and final installment will be for \$28,333.32 after the grant final narrative toward the end of 2021.
3. These funds must be accepted by the Board of Library Commissioners to activate this award.

4. These funds support the creation of the “Sea un vendedor ambulante exitoso/Successful Street Vending” program to empower the Los Angeles street vending community. The project will feature microenterprise readiness skills like bookkeeping, credit building and customer service. Virtual tools such as Cell-Ed and Zoom will be used to connect with vendors in English and in Spanish; methods of service delivery will be flexible to adapt to changing circumstances. This multi-faceted approach will lead to entrepreneurs feeling supported and confident about understanding the steps they need to take to be successful entrepreneurs.

Prepared by: Madeleine Ildefonso, Senior Librarian, Office of Civics and Community Services

Reviewed by: Alicia Ramírez, Principal Librarian, Department of Lifelong Learning
Eva Mitnick, Division Librarian, Engagement and Learning

RESOLUTION

LIBRARY RESOLUTION NO. 2021-XX (C-XX)

WHEREAS, On July 15, 2020, the American Library Association/Google “Libraries Build Business” grant announced that the Los Angeles Public Library (LAPL) is awarded \$85,000 for the “Sea un vendedor ambulante exitoso/Successful Street Vending” program; and the award is to be distributed in three almost equal payments of \$28,333.34, \$28,333.34 and \$28,333.32; and

WHEREAS, the second award has been distributed to the Library to Trust Fund 831 Account 359 and the remaining grant award amount is \$28,333.32 and will be awarded after the final narrative is turned in, sometime in late 2021. The total award for the fiscal year is \$85,000; and

WHEREAS, These funds must be accepted by the Board of Library Commissioners to activate this award.

THEREFORE BE IT RESOLVED, That the Board of Library Commissioners accept the second installment of American Library Association/Google “Libraries Build Business” grant award of \$28,333.34 for the “Sea un vendedor ambulante exitoso/Successful Street Vending” program; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 831, Account 359.

This is a true copy:

EXHIBIT B

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

May 27, 2021

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **TRANSFER OF FUNDS WITHIN FUND 300 IN THE AMOUNT OF \$986,000 FOR INFORMATION TECHNOLOGY EQUIPMENT**

A. RECOMMENDATION:

THAT The Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$986,000 from Office and Administrative Account 6010 and Contractual Services Account 3040 to Furniture, Office and Technical Equipment Account 7300 within the Library's Fiscal Year 2020-21 Budget, Fund 300, Department 44.

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office & Administrative	\$ 85,000
	3040	Contractual Services	<u>901,000</u>
		Total	\$ 986,000

To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	7300	Furniture, Office and Technical Equipment	\$ 986,000

2. Authorize the City Librarian to make any necessary technical changes.
3. Adopt the attached Resolution regarding the transfer of funds in the amount of \$986,000.

B. FINDINGS:

1. The Library Information Technology (IT) Section will be commencing three major infrastructure projects which will provide critical services in the case of disaster. The projects include: 1) data and backup control to defend against ransomware attacks; 2) network recovery to continue access to CARL, VoIP telephones and the Internet; and, 3) a wireless failover project to continue to provide the public and staff with WiFi access.

- 2. Funds for the three projects were budgeted in both Office and Administrative Account 6010 and Contractual Services Account 3040 for Fiscal Year 2020-21. Portions of the projects consist of equipment items valued at over \$5,000. This request to transfer funds is necessary to meet the City’s requirement that all equipment valued over \$5,000 be expended through the appropriate equipment account.
- 3. Sufficient funds were budgeted in the Library’s FY 2020-21 Adopted Budget and are available in both the Office and Administrative Account 6010 and Contractual Services Account 3040 for this transfer.

Prepared by: Madeleine M. Rackley, Business Manager
 Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Susan Broman, Assistant City Librarian

RESOLUTION

LIBRARY RESOLUTION NO. 2021-XX (C-XX)

WHEREAS, The Library Information Technology Section will be commencing three major infrastructure projects which will provide critical services in the case of disaster. The projects include: 1) data and backup control to defend against ransomware attacks; 2) network recovery to continue access to CARL, VoIP telephones and the Internet; and, 3) a wireless failover project to continue to provide the public and staff with WiFi access; and,

WHEREAS, Library staff requested the transfer of \$986,000 from the Contractual Services Account 3040 and the Office and Administrative Account 6010 to the Furniture, Office and Technical Equipment Account 7300 within the Library’s Fiscal Year 2020-21 Budget to comply with City procurement and expenditure policies; and,

WHEREAS, Sufficient funds have been budgeted in the Library’s FY 2020-21 Adopted Budget and are available in both the Office and Administrative Account 6010 and Contractual Services Account 3040 for this transfer:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby approves the following transfer of \$986,000 from the Contractual Services Account 3040 and the Office and Administrative Account 6010 to the Furniture, Office and Technical Equipment Account 7300 within the Library’s Fiscal Year 2020-21 Budget, Fund 300, Department 44, as follows:

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	6010	Office & Administrative	\$ 85,000
	3040	Contractual Services	<u>901,000</u>
		Total	\$ 986,000

To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	7300	Furniture, Office and Technical Equipment	\$ 986,000

FURTHER RESOLVED, That the Board authorizes the City Librarian to make any necessary technical changes.